

Command Policy

GATEKEEPER PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 90-2, *Inspector General-The Inspection System*. It applies to all Air Force Special Operations Command (AFSOC) units and to the AFSOC gained Air National Guard (ANG) and Air Force Reserve Command (AFRC) units when published in ANG IND 2 and AFRC IND 2, *Numerical Index of Applicable Administrative Publications*, respectively.

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Section A--Introduction

1. General. In 1996, the Air Force Chief of Staff organized a Blue Ribbon Commission on Organizational Evaluations and Awards with the responsibility to conduct a comprehensive review of Air Force assessment and awards programs. During the fact-finding portion of this process, senior commanders raised a series of questions about assessments, evaluations, awards and surveys and their impact on unit workload. One commander went on record saying, "his units were visited/inspected/assessed to death." The Blue Ribbon Commission recommended several changes that promise to reduce the inspection footprint on field units and improve the validity of inspections. In order to keep this promise; the Air Force prioritized the goals and objectives for the Air Force assessment and award program. Most importantly, progress toward these goals and objectives will now be measurable.

1.1. The AF Chief of Staff has directed that visits to field units for the purpose of inspection, assessing, or evaluating will be capped. This cap will include ORI's, Unit Compliance Inspections (UCIs), award selections, State Regulatory Inspections and Environmental Compliance and Management Program inspections. A complete list of unit visits to be tracked is listed in Attachment 1. MAJCOM Gatekeepers are responsible for managing the installation visit manday caps under the Gatekeeper Program umbrella. MAJCOM Gatekeepers are also charged with the responsibility to deconflict visits with other unit activities and combine visits, when possible. The goal for the AFSOC's Gatekeeper Program is to lessen the evaluation workload of field units by forcing management oversight on the entire evaluation footprint. The Air Force directed a 25 percent reduction in visit mandays for FY98 and a 50 percent reduction in FY 99 visit mandays using FY 97 baseline.

2. Applicability. HQ AFSOC/IG is the MAJCOM Gatekeeper and will report Hurlburt Field's visit mandays to SAF/IG annually. Therefore, this operating instruction applies to all AFSOC units and non-AFSOC units located at Hurlburt Fld, FL. AFSOC units located at RAF Mildenhall, Kadena AB, Osan AB, Duke Fld, Eglin AFB, Harrisburg, McChord AFB, and Pope AFB will report their visit information to the host-base gatekeeper who will then report the mandays to that bases' MAJCOM. These units will also report the information listed in Figure 1 to the AFSOC Gatekeeper on all visits from HQ AFSOC. This information is used for MAJCOM coordination and visit scheduling.

3. Administration. The office of primary responsibility (OPR) for this operating instruction is HQ AFSOC/IGP. This operating instruction will be in effect until such time that the Air Force Gatekeeper Software Program (under contract by HQ ACC) is at fielded the end of this year.

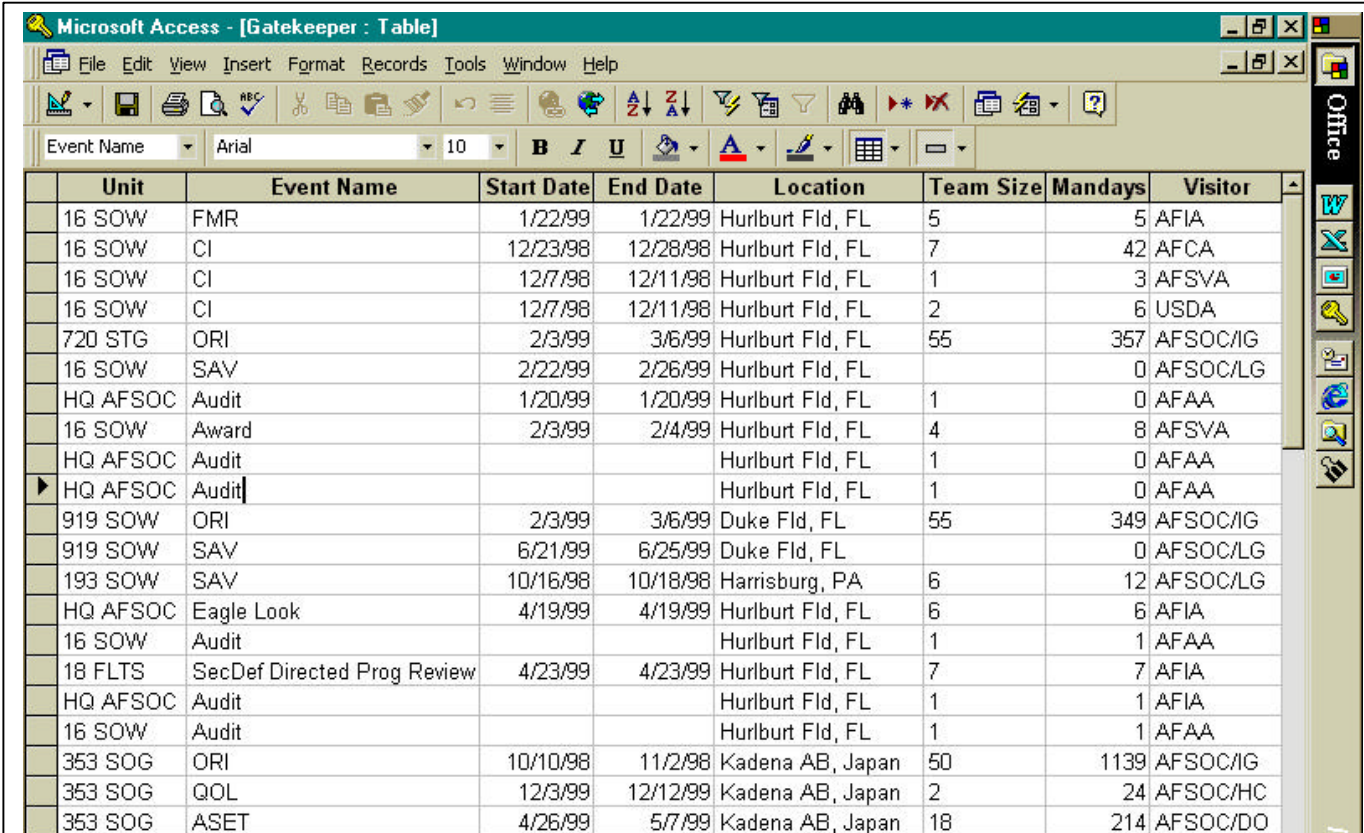
3.1. Attachment 2 lists AF, MAJCOM, and unit gatekeepers for correspondence. Final reports from visits should be faxed to HQ AFSOC/IGP at DSN 579-2881, e-mailed to the AFSOC Gatekeeper, or sent by AUTODIN message to HQ AFSOC Hurlburt Fld FL//IG//. The AFSOC Gatekeeper will notify the visiting agency if there is a problem with the scheduled visit at Hurlburt Fld.

4. Implementation. The AFSOC Gatekeeper will manage this program under authority of this operating instruction.

5. Frequency. AFSOC units will report information listed in Figure 1 and detailed in the following paragraphs monthly so that it can be included in the next month's update. The gatekeeper update will be posted on the AFSOC LAN under HQ AFSOC/Gatekeeper and on AFSOC's worldwide web page on the 1st of every month. Visit manday caps for every installation are tracked by fiscal year and reported to SAF/IG by 30 Oct each year.

6. Waiver Authority for Exceeding Manday Cap. Waiver authority to exceed an installation's manday cap is the visited organization's owning MAJCOM.

Figure 1. Visit Information.



Unit	Event Name	Start Date	End Date	Location	Team Size	Mandays	Visitor
16 SOW	FMR	1/22/99	1/22/99	Hurlburt Fld, FL	5	5	AFIA
16 SOW	CI	12/23/98	12/28/98	Hurlburt Fld, FL	7	42	AFCA
16 SOW	CI	12/7/98	12/11/98	Hurlburt Fld, FL	1	3	AFSVA
16 SOW	CI	12/7/98	12/11/98	Hurlburt Fld, FL	2	6	USDA
720 STG	ORI	2/3/99	3/6/99	Hurlburt Fld, FL	55	357	AFSOC/IG
16 SOW	SAV	2/22/99	2/26/99	Hurlburt Fld, FL		0	AFSOC/LG
HQ AFSOC	Audit	1/20/99	1/20/99	Hurlburt Fld, FL	1	0	AFAA
16 SOW	Award	2/3/99	2/4/99	Hurlburt Fld, FL	4	8	AFSVA
HQ AFSOC	Audit			Hurlburt Fld, FL	1	0	AFAA
HQ AFSOC	Audit			Hurlburt Fld, FL	1	0	AFAA
919 SOW	ORI	2/3/99	3/6/99	Duke Fld, FL	55	349	AFSOC/IG
919 SOW	SAV	6/21/99	6/25/99	Duke Fld, FL		0	AFSOC/LG
193 SOW	SAV	10/16/98	10/18/98	Harrisburg, PA	6	12	AFSOC/LG
HQ AFSOC	Eagle Look	4/19/99	4/19/99	Hurlburt Fld, FL	6	6	AFIA
16 SOW	Audit			Hurlburt Fld, FL	1	1	AFAA
18 FLTS	SecDef Directed Prog Review	4/23/99	4/23/99	Hurlburt Fld, FL	7	7	AFIA
HQ AFSOC	Audit			Hurlburt Fld, FL	1	1	AFIA
16 SOW	Audit			Hurlburt Fld, FL	1	1	AFAA
353 SOG	ORI	10/10/98	11/2/98	Kadena AB, Japan	50	1139	AFSOC/IG
353 SOG	QOL	12/3/99	12/12/99	Kadena AB, Japan	2	24	AFSOC/HC
353 SOG	ASET	4/26/99	5/7/99	Kadena AB, Japan	18	214	AFSOC/DO

Section B--Responsibilities Defined

7. AFSOC Gatekeeper Responsibilities:

- 7.1. Track all inspection activities within the command.
 - 7.1.1. Deconflict inspections and evaluations of field units when possible.
 - 7.1.2. Evaluate inspection notifications to determine if they are duplicative or recently accomplished.
 - 7.1.3. Evaluate the necessity of scheduled inspections and eliminate wherever possible.
 - 7.1.4. Maintain a visit schedule on the AFSOC LAN and on AFSOC's worldwide web site (www.afsoc.af.mil) located under the IG Directorate.
 - 7.1.5. Post Hurlburt Fld's projected and reported inspection mandays on the AFSOC LAN in addition to the AFSOC worldwide web site.
 - 7.1.6. Work with the inspecting agency and the affected unit commander to reschedule a poorly timed visit.
 - 7.1.7. Refuse a visit request if it exceeds Hurlburt Fld's visit manday cap.
 - 7.1.8. Report cap status to SAF/IG by 30 Oct every year.
 - 7.1.9. Update the Air Force Gatekeeper Program as directed by HQ USAF.
 - 7.1.10. Coordinate with other MAJCOM Gatekeepers or Inspection Schedulers to combine inspections when possible.

8. AFSOC Unit Responsibilities:

- 8.1. Designate a unit gatekeeper for Hurlburt Fld and update when information changes.
 - 8.1.1. Report the information listed in Figure 1 to the AFSOC gatekeeper by the second week of each month.
- 8.2. AFSOC units at installations where they are considered tenant units will also designate a unit gatekeeper. Names will be forwarded to the AFSOC Gatekeeper in addition to the host base gatekeeper. This information will be updated when information changes.
 - 8.2.1. Units must comply with installation owning MAJCOM's Gatekeeper program requirements. Example: 353 SOG must comply with PACAF Gatekeeper program requirements.

8.2.2. Notify host base gatekeeper when visits listed in Attachment 1 are scheduled in accordance with their requirements. The information listed in Figure 1 should also be sent to the AFSOC gatekeeper by the second week of each month.

8.2.3. AFSOC gained ANG units will forward Gatekeeper names and copy all reportable information listed in Figure 1 to NGB-IGI (Air) which will then provide AFSOC/IGI a copy of all reportable information as it pertains to AFSOC gained ANG units. AFSOC gained AFRC units will forward Gatekeeper names and copy all reportable information listed in Figure 1 to AFRC/IGIO. Both ANG and AFRC units will also comply with installation owning MAJCOM's Gatekeeper program requirements.

9. HQ AFSOC Directorates Responsibilities:

9.1. Designate a gatekeeper for each Directorate. Names will be forwarded to the AFSOC Gatekeeper and updated when information changes.

9.2. Provide information listed in Figure 1 to the AFSOC Gatekeeper as soon as visits are scheduled.

9.3. Provide AFSOC Gatekeeper with a POC, telephone number, and e-mail address for visit coordination.

9.4. Coordinate all visits to AFSOC gained ANG units through the NGB-IGI (Air) Gatekeeper at email: gatekeep@ngb.ang.af.mil. Coordinate all visits to AFSOC gained AFRC units through AFRC/IGIO, DSN 497-1504.

10. Tenant Units at Hurlburt Fld Responsibilities:

10.1. Provide visit information listed in Figure 1 to the installation gatekeeper (16 SOW/IG) as soon as visits are scheduled.

10.2. Comply with their owning MAJCOM Gatekeeper Program reporting procedures.

11. AFSOC Tenant Units not Located on AFSOC Installation Responsibilities:

11.1. Report all information listed in Figure 1 to the AFSOC Gatekeeper.

11.2. Comply with installation gatekeeper program reporting requirements.

12. Visiting or Inspecting Organizations Responsibilities:

12.1. Notify AFSOC Gatekeeper, installation gatekeeper, and unit being visited as soon as a visit is scheduled. Provide the information listed in Figure 1.

12.2. Provide AFSOC Gatekeeper with a POC, telephone number, and e-mail address for coordination.

Section C--AFSOC Coordination with Other MAJCOMs

13. AFSOC Gatekeeper Responsibilities. The AFSOC Gatekeeper will notify other MAJCOM Gatekeepers with AFSOC tenant units located on their installations about any visits from HQ AFSOC.

13.1. MAJCOM Gatekeepers can access AFSOC Gatekeeper information via AFSOC's Worldwide Web site ("Gatekeeper" at the afsoc.af.mil/ig/address).

Section D--AFSOC Gatekeeper Access Database

14. Directions for Using the ACCESS Database:

14.1. Open Access via the AFSOC web site ("Gatekeeper" line item at afsoc.af.mil/ig) or base LAN (Public Folders/All Public Folders/Headquarters AFSOC/Gatekeeper).

14.2. Double-click latest update message.

14.3. For your convenience, the directions are also listed at this point. Double-click on the file with the .mdb extension.

14.4. You should now see either or Figure 2 or Figure 3. For now, we are only using the first two tabs (Tables and Queries). We would appreciate any information that would help us fill in any holes found in these files (i.e. frequency of visits or inspections).

14.5. Select Tables and you should see 4 files (Events, Gatekeeper, Units, etc).

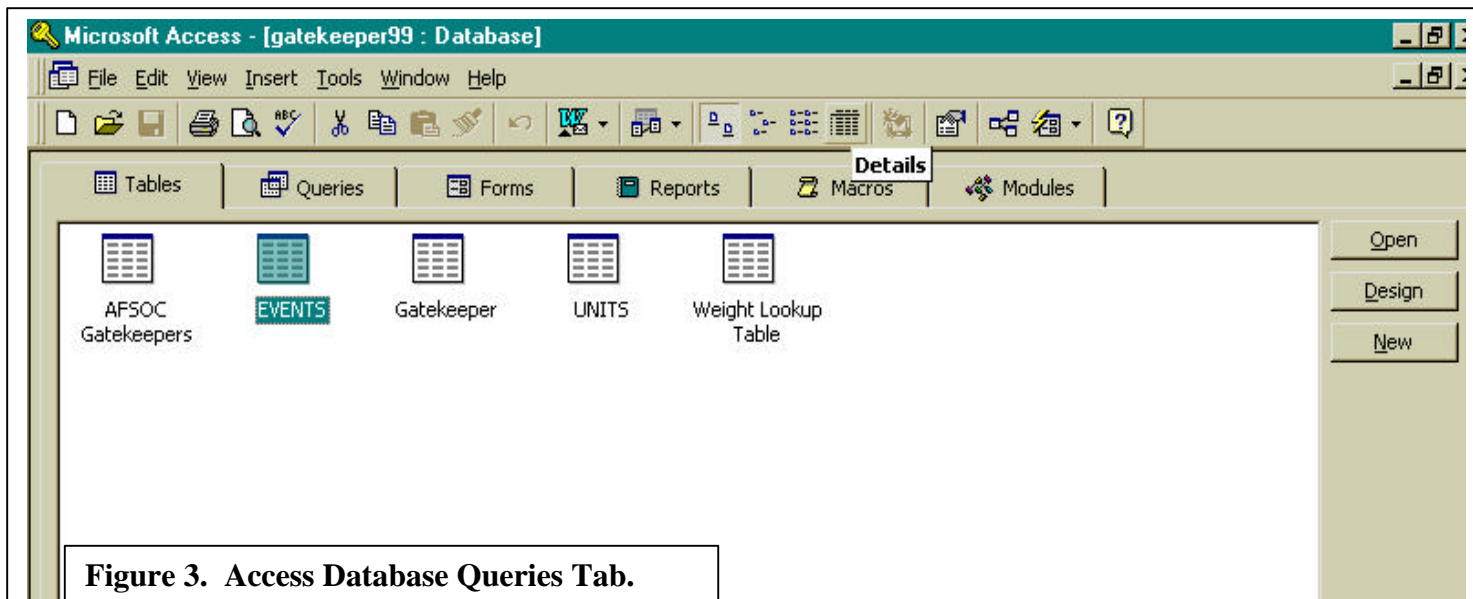
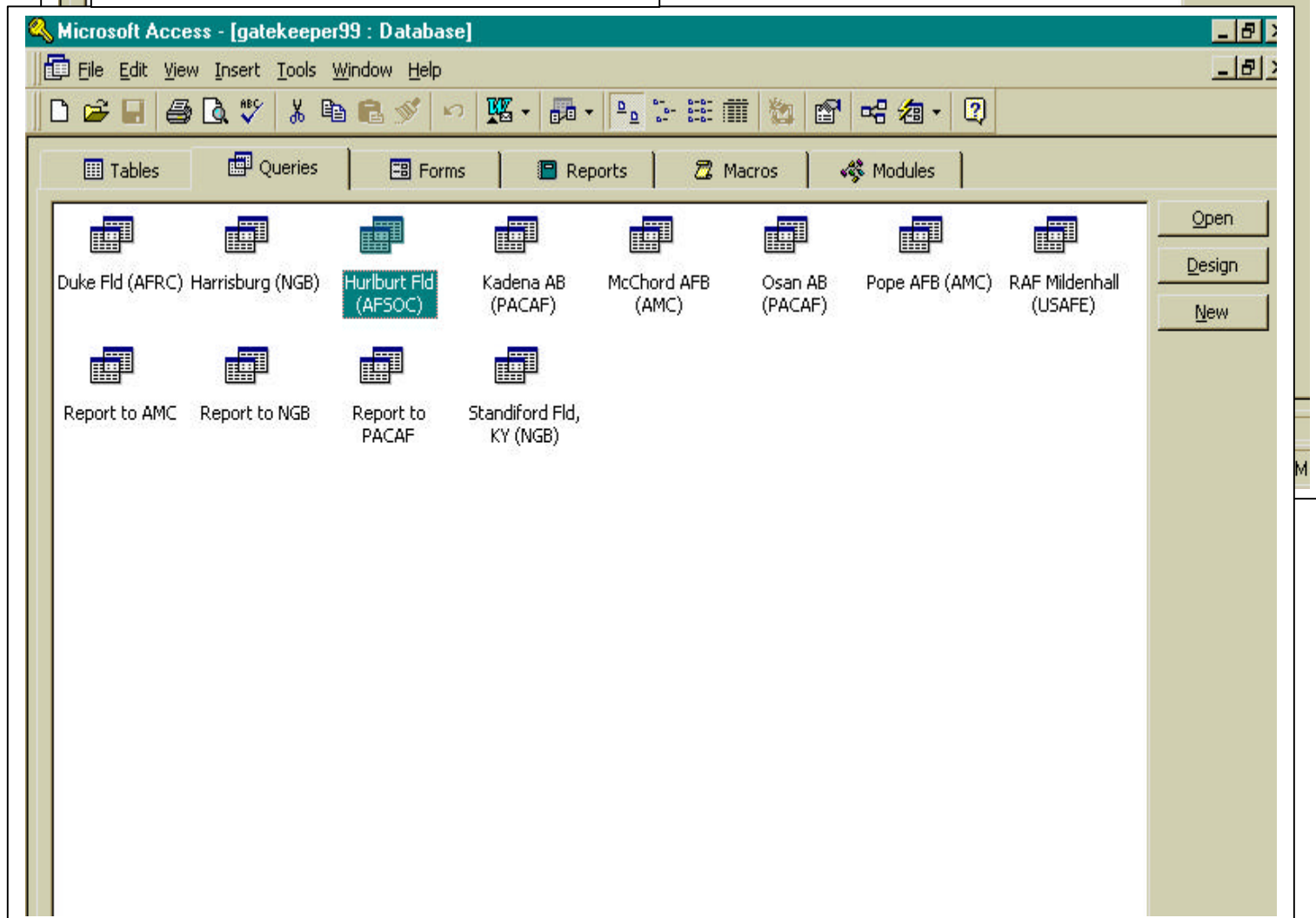
14.5.1 The events file lists all the reportable visits and is the same as Attachment 1 in this operating instruction. When these visits are scheduled, both the visiting organization and the visited unit will send the information listed in Figure 1 in this document to the AFSOC Gatekeeper.

14.5.2. The Gatekeeper file is a complete list of visits that have been reported to the AFSOC Gatekeeper and looks similar to Figure 1 in this document.

14.5.3. The Units file lists all AFSOC units as well as unit gatekeeper POCs.

14.6. When the Queries tab is a selected, individual unit and MAJCOM grouped unit files can be viewed. HQ AFSOC Directorates should use these files to deconflict or combine visits in order to reduce the inspection footprint on AFSOC field units.

ROBERT M. ZDENEK
Colonel, USAF
Inspector General

Figure 2. Access Database Tables Tab.**Figure 3. Access Database Queries Tab.**

Attachment 1

REPORTABLE EVENTS LIST.

	Event Name	Tasker	Type
1	AAFES Inspection	AFES	Eval
2	Acquisition Mangement Reviews (AMR)	AFMC	Eval
3	AF Innkeeper Excellence Award	USAF/ILV	Award
4	AF Nondustructive Insp Program	AFSOC/LG	Award
5	AF Outstanding CE Unit	USAF/ILE	Award
6	AF Service Agency Visit	AFSVA	Visit
7	AF Weather Technical Stan Eval	AFWA/AFSOC	Eval
8	Air Traffic Services Eval Program (ATSEP)	AFSOC/DO	Eval
10	Air Traffic System Assesment (ATSA)	AFSOC/DO	Eval
11	Aircrew Standardization/Evaluation (ASET)	AFSOC/DO	Eval
12	Airman Leadership School (ALS) Evaluation	ACC/DP	Eval
13	American Petroleum Institute Trophy and Award	USAF/ILS	Eval
14	Audit	AFAA	Audit
15	Bird Strike Program	AFSOC/SE	Eval
16	Blood Bank Inspection		Eval
17	CE Program Assistance Team	AFSOC/CE	Sav
18	Child Development Accreditation	AFSVA/State of Florida	Eval
19	Child Development Follow -up	AFSVA	Eval
20	Clement McMullen Mem Daed Wpn Sys MX Award	USAF/IL	Award
21	Commisary Inspection	DECCA	Eval
22	Contracting Mgt Review	AFSOC/LG	Eval
23	Contractor Visit	VARIES	Sav
24	Daedalian Supply Effectiveness Award	USAF/ILS	Award
25	Defense Finance Accounting Services Visit	DFAS	Eval
26	Defense Information Support Agency (DISA) Visit	DISA	Sav
27	DOD Joint Installation Vulnerability Assessment		
28	Drinking Water Inspection	State of Florida	Eval
29	DV Visit	Varies	Visit
30	Eagle Look	Varies	Visit
31	Endangered Species	US Fish and Game	Eval
32	Environmental Compliance Assessment Mgt Pgm (EC)	AFSOC/CE	Eval
33	Environmental Impact Analysis	AFSOC/CE	Eval
34	Environmental Program Review	USAF	Sav
35	Environmental Resource Support	AFSOC/CE	Sav
36	Explosive Ordnance Disposal (EOD) Inspection		
37	Food and Drug Administration (FDA)	FDA	Eval
38	General Curtis LeMay Award	USAF/ILV	Award
39	General Thomas D White Award	AFSOC/CE	Award
40	General Eugene Eubanks Award	USAF/ILV	Award
41	Hazardous Waste Inspection	State of Florida	Eval
42	Housing Community Plan	AFSOC/CE	Survey
43	Housing Market Analysis	AFSOC/CE	Survey
44	Human Resources Office (HRO) Audit	AFSA	Audit
45	HQ USAF Visit	USAF	Sav

	Event Name	Tasker	Type
46	Inspector General Directed Investigation (IGDI)	AFSOC/IG	Eval
47	Intel Oversight Inspection	AFSOC/IN	Eval
48	John L. Hennessy Evaluation Visit	USAF/ILV	Award
49	Joint Comm Accred of Hosp Org (JCAHO/HSI)	AFIA/SG	Eval
50	Joint Staff Integrated Vul Assess (JSIVAS)	AF/SFPP	Eval
51	Life Support Functional Mgt Rev	AFIA	Eval
52	Management Review/Base Support Planning	SAF/IG	Eval
53	Natural Resource Program	State of Florida/USA Corps of En	Eval
54	NMD/BMDO Inspect	AFSPC	Eval
55	Observation Visit (OV)	AFSOC/IG	Eval
56	Oil Spill Compliance Inspections	US Coast Guard	Eval
57	ORI	AFSOC/IG	Eval
58	OSHA Inspection/Visit	OSHA	Eval
59	OSI Inspection	HQ AFOSI	Eval
60	Pathology Accreditation	ACC/DPAE	Eval
61	Periodic Storm Water Inspection	State of Florida	Eval
62	QPMES of Airman Leadership School	AFIA/AETC	Audit
63	RD&A Tech Needs Survey	AFSOC/CE	Survey
64	Readiness Observation Visit (ROV)	AFSOC/IG	Eval
65	Safety Compliance Inspection	AFSOC/SE	Eval
66	Staff Assistance Visit (SAV)	MAJCOM	SAVs
67	SecAF Unit Excellence Award	USAF	Award
68	SecDef Maintenance Award and Phoenix Trophy	USAF/ILM	Award
69	SecDef Directed Review	USAF/AFIA	Eval
70	SF Unit Award	USAF/SF	Award
71	State Regulatory Mtgs	State of Florida	Sav
72	Sustain Team Visits (CE)	HQ AFSOC	Sav
73	Unit Compliance Inspection (UCI)	AFSOC/IG	Eval
74	US Dept of Agriculture (USDA)	USDA	Eval

Attachment 2

AFSOC GATEKEEPER POC LIST.

6	Buckman, J Capt	193 SOW	DSN 423-2414	buckman@pamdt.ang.af.mil
7	Bissonette, S Capt	352 SOG	DSN 238-4632	stephen.bissonette@mildenhall.af.mil
8	Wheaton, D MSgt	353 SOG	DSN 634-6757	wheaton@emg.kadena.af.mil
9	Evans, J Capt	720 STG	DSN 579-2282	evansja@hurlburt.af.mil
10	Lamm, W Civ	919 SOW	DSN 875-6314	wlamm@eqi.afres.af.mil
11	Segulin, B Capt	USAFSOS	DSN 579-1867	suqulinw@hurlburt.af.mil
12	Tarro, J MSgt	AFSOC/CE	DSN 579-2718	tarroj@hurlburt.af.mil
13	Coffin, S Maj	AFSOC/DO	DSN 579-2212	coffins@hurlburt.af.mil
14	Geller, L GS-9	AFSOC/DP	DSN 579-4093	gellerl@hurlburt.af.mil
15	Soto, M MSgt	AFSOC/DS	DSN 579-2327	sotom@hurlburt.af.mil
16	Hammerle, M Lt Col	AFSOC/FM	DSN 579-2811	hammerlm@hurlburt.af.mil
17	Wyatt, J MSgt	AFSOC/HC	DSN 579-4649	wyattj@hurlburt.af.mil
18	McCutchan, C GS-12	AFSOC/HO	DSN 579-2849	mccutchc@hurlburt.af.mil
19	Cannady, J Capt	AFSOC/IN	DSN 579-4716	cannadyj@hurlburt.af.mil
20	Winbauer, C Lt Col	AFSOC/JA	DSN 579-2251	winbauer@hurlburt.af.mil
21	Mathies, B Lt	AFSOC/LG	DSN 579-2069	mathiesb@hurlburt.af.mil
22	Prichard, J GS-12	AFSOC/PA	DSN 579-5515	pricharj@hurlburt.af.mil
23	Jackson, S Capt	AFSOC/SC	DSN 579-4107	jackson@hurlburt.af.mil
24	Kalafut, M MSgt	AFSOC/SC	DSN 579-4195	kalafutm@hurlburt.af.mil
25	Jordon, T Mag	AFSOC/SE	DSN 579-2830	jordant@hurlburt.af.mil
26	Evert, J MSgt	AFSOC/SG	DSN 579-2269	evertj@hurlburt.af.mil
27	Holder, D TSgt	AFSOC/SP	DSN 579-5111	holderd@hurlburt.af.mil
28	Maners, J Amn	AFSOC/SV	DSN 579-4684	manersj@hurlburt.af.mil
29	Herr, R Maj	AFSOC/XP	DSN 579-2272	herrr@hurlburt.af.mil
30				
32	AF GATEKEEPERS			
33	Lt Col Ernie Wallace	AMC/IG	DSN 576-5975	ernest.wallace@scott.af.mil
34	Kirk, J Maj	SAF/IG	DSN 227-0167	james.kirk@pentagon.af.mil
35	Gruendner, F Maj	AFRC/IG	DSN 497-1504	frank.gruendner@afrc.af.mil
36	Severyn, T. Mr.	AFMC/IG	DSN 787-6384	rhock@wpgate1.wpafb.af.mil
37	Maple, R Maj	AFMC/IG		mapler@wpgate1.wpafb.af.mil
38	West, S Maj	PACAF/IG	DSN 449-3943	wests@hqpacaf.af.mil
39	Oncale, P Lt Col	AETC/IG		oncalep@iglan.aetc.af.mil
40	Sharpless, K Maj	AFIA/IG		sharplek@smtps.saia.af.mil
41	Irwin, B. Maj	USAFE/IG	DSN 480-2351	billy.irwin@ramstein.af.mil
42	Volz, W Capt	AFSPC/IG		willvolz@spacecom.af.mil
43	Recco, J Lt Col	NGB	DSN 327-2489	reccoj@ngb.ang.af.mil
44	Gauthier, D Maj	ACC/IG	DSN 574-8717	david.gauthier@langley.af.mil
45	McHenry, B Capt	AFRC/IG	DSN 497-1515	brian.mchenry@afrc.af.mil
45	Atkinson, C Civ	AFAA (Eglin)	884-3148 (611)	